

## ***Real Property Governance Act: Offer to Transfer Checklist***

Covering Memo					
<b>Location &amp; Site</b>					
Site / Building Name					
Legal Description					
	¼ or ½	Section	Township	Range	W__M
	Plan	Block	Lot		
Municipality					
Owner Name					
Attached Maps	Location Map		Site Sketch		
Site Area	Hectares		Acre		
Municipal Address					
<b>Land Title Information</b>					
Title Attached					
Title Number(s)					
LINC Number(s)					
<b>Referral Status</b>					
GOA Departments (name)					
Other Interests Identified	Date		Attached		
<b>Real Estate Attributes</b>					
Net Book Value	\$				
Appraised Value	Appraisal		Value	\$	
	Date				
Property Previously Listed		Details if "Yes"			
Date of Previous Listing					
Assets & Improvements <sup>1</sup>					
Deferred Maintenance Costs	\$				
Annual Property Management Costs	\$				
Leases					
Permits/Licences					
Access Issues					
Municipal Zoning					
<b>Environmental Constraints to Sale</b>					
Natural Environment <sup>2</sup>					
Potential Contamination <sup>3</sup>					
ESA Report(s) Attached	Phase I	Phase II	Supp. ESA	RMP	
HazMat Report(s) Attached					
NIMBY(s) <sup>4</sup>					
Other Constraints					
<b>Submitted By</b>					
Agency / Department			Date		
Contact Name			Contact Email		

1. structures, approaches, fences, driveways, utilities, chattels, etc.
2. high water table conditions, erosion prone, flooding, steep/unstable slopes, weeds, etc.
3. abandoned vehicles, barrels, machinery or other materials, any known history of potential contamination
4. nearby landfill/waste management facility, wastewater treatment facility, intensive livestock operation, sour gas well, gas plant, mining operation, manufacturing plant (some), etc.

Classification: Public